



A Better Place for All

Main Street
Creighton, 3263
P.O Box 62
Creighton 3263
Phone: +27 39 833 1038
Fax: +27 39 833 1179
Email: mailbox@ndz.gov.za
www.ndz.gov.za

Dr Nkosazana Dlamini Zuma Municipality

RELOCATION POLICY

Date Approved:	28 May 2026
Date Implemented:	2026/2027

1. PREAMBLE

This policy addresses the relocation costs for all employees required to relocate at the Municipality's request.

2. DEFINITION OF TERMS

- 2.1 **"Relocation"** means movement, due to transfer, new external appointment, change in operational requirements,
- 2.2 **"Employer"** means the KZN 436 Municipality/ Council that utilizes the effort of employees to render services to communities.
- 2.3 **"Employee"** means a permanent, temporary, or contract employee receiving pay or entitled to it, but excluding a student, subsidised labour, and an independent contractor..

- 2.4 **"Employment Equity Act"** means the Employment Equity Act 55 of 1998.
- 2.5 **"Labour Relations Act"** means Labour Relations Act 66 of 1995.
- 2.7 **"Local Labour Forum"** means a Forum established at the Workplace with equal representation from the employer and trade unions as contemplated in the main Collective Agreement.
- 2.8 **"Section 57 Employees"** means Municipal Managers and those employees approved by Council and appointed as managers directly accountable to Municipal Managers in terms of Section 57 of the Municipal Systems Act 32 of 2000, as amended.
- 2.9 **"Skills Development Act"** means Skills Development Act 97 of 1998.

3. LEGAL FRAMEWORK

Municipal Structures Act

Municipal Finance Management Act

Municipal System Act

Labour Relations Act

former (the Policy).

4. SCOPE AND APPLICATION

This policy applies to all employees of KZ436 Municipality and/or

Prospective employees (New external appointees).

5. OBJECTIVES OF POLICY

The purpose of this policy is to:

- outline provisions for travelling and removal expenses

for employees and prospective employees (appointees)

6. POLICY CONTENT

6.1 Removal Cost

The Municipality shall cover the removal cost of furniture and household items of new appointees, subject to approval by the Municipal Manager or Council.

The Service provider/s will be appointed in terms of Supply Chain Management Policies.

6.2 Travel Expenses

No travelling expense/s associated with the relocation shall be covered by the Municipality.

6.5 Voluntary Internal Transfer

The Municipal Manager may approve voluntary internal transfers subject to certain conditions necessitating the movement. Such transfers and related relocation costs shall not be covered by the Municipality.

6.6 Interim Accommodation

The municipality will cover relocation costs and provide interim accommodation for a period not exceeding 1 month. In circumstances where this period exceeds, approval of the Municipal Manager or Council should be obtained from month to month

6.7 Exclusions

The Municipality is not responsible for expenses associated with the storage of the Appointee's households and insurance. This is the sole responsibility of the employee.

6.8 Employee Obligations

Should an employee, whose travelling and removal expenses have been covered by Municipality, resign within a period of less than 12 calendar months, the total amount Travel and removal expenses will be recovered by the Municipality.

7. IMPLEMENTATION AND MONITORING

This policy will be implemented and effective once recommended and approved by the Accounting Officer/Council.

9. POLICY REVIEW

This policy will be reviewed annually.

10. BUDGET AND RESOURCES

The implementation of this policy should be within budgetary constraints.

11. ROLES AND RESPONSIBILITIES

The Municipal Manager or his/her delegated Assignee accepts overall responsibility for the implementation and monitoring of the policy.

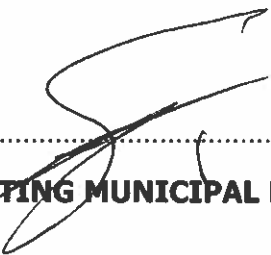
12. PENALTIES

Non-compliance with the stipulations contained in the Policy will be viewed as misconduct and will be dealt with in terms of the Municipality's Disciplinary Code.

13. DISPUTE RESOLUTION

Any dispute arising from this policy due to ambiguous wording or phrasing must be referred to the Accounting Officer.

Approval of Policy by Council and Effective date: 01/07/26


.....
ACTING MUNICIPAL MANAGER

28 May 2026
.....
DATE

